



Wasatch County

Planning Department
55 S 500 East Heber City, UT 84032
(435) 657-3205
planning@wasatch.utah.gov

Application #:	
Zone:	
Tax ID Number:	
Date Received:	
Received By:	
Reviewed By:	
Date Completed:	

Application for Subdivision – Small Scale Development

Application Fee: \$300 + \$100 per lot /unit / ERU + Costs (Cost may include Out-of-Pocket account, legal noticing or mailings)

Note: Applicant must check off each item and provide the attached checklist with the application or it will not be processed.

Owner(s) of Record

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ E-mail Address: _____

Applicant or Authorized Representative (if other than above owner) to Whom All Correspondence Is To Be Sent

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ E-mail Address: _____

Project Information

Project Name: _____

Project Location: _____

Street Address Subdivision/City

Parcel Number(s) Section(s) Township(s) Range(s)

Project Description: (Including number of lots or units, acreage and/or building square footage)

Prior Approvals: (list any prior county approval/permits issued for the subject property)

The below checklist must be included with your application with all items checked off as complete or your application will not be processed.

Small Scale Subdivision is a development consisting of no more than five (5) lots, units or Equivalent Residential Units, which is processed by the Planning Staff without the necessity of having a hearing before the Planning Commission.

Regulations: Division of land into five (5) or fewer parcels and/or the development of five (5) or fewer parcels or ERUs may be processed as a small-scale development provided the parcels meet the minimum lot size for the zone.

1. Developments to be in the same zone. Each of the lots in a development must be located entirely within the same zone in which the development is anticipated.
2. Minimum Lot size to qualify. Lots smaller than the acreage required in the underlying zone cannot be processed as a small-scale subdivision.
3. Sewer and Water Requirements. Lots less than five acres must be connected to a public sewer system. All lots must prove adequate water rights for culinary use as well as sufficient water to irrigate any land, which has been historically irrigated.
4. Compliance with this Title. Any small or large- scale development must meet the requirements of this Title, regarding lighting, landscaping, emissions, signs, environmental regulations or any other section of this Title that is applicable to the development.
5. Further Division. Further division of any lot after a total of five (5) lots, units or ERUs have been created must be processed as a Large Scale Development.
6. Geologic Hazards. Small Scale Developments may be required to provide geotechnical analysis as part of the subdivision or development approval. (See Chapter 16.17 of the Wasatch County Planning Zoning and Development Code)

Small Scale Subdivision Checklist

Preliminary Application Requirements:

- ☐ Submit a complete application for Large Scale Development and pay the application fee.
- ☐ Two (2) copies of D-size sheets (24"x36").
- ☐ One (1) copy of 11"x17".
- ☐ Provide a CD containing 'pdf' files of entire application / all documents;
- ☐ One (1) copy electronic file: DWG, DXF File format in either State Plane Central Zone NAD 27 or 83 or UTM NAD 27 or 83 (in feet or meters) coordinate system.

Please note: It is important for the applicant to provide the electronic file in the proper coordinate system, otherwise the applicant will be assessed a cost of \$65.00 per hour for the Wasatch County GIS department to make the conversion.

- ☐ Electronic file must also include the following:
 - ☐ All pages of the plat;
 - ☐ Site plan;
 - ☐ Landscape plan;
 - ☐ Elevation contours (two (2) feet);
 - ☐ Engineering drawings;
- ☐ Subdivision Name.
- ☐ Vicinity map showing the location of the development in relation to existing streets and other features including existing utilities and water courses in relation to the existing and planned streets within one half (½) mile.
- ☐ A proposed lot and street layout drawn to scale of not smaller than one inch equals four hundred feet (1"=400').
- ☐ Total acreage for the proposed project.
- ☐ North point, scale and date. (Scale>=1"=100')
- ☐ Location of the lots in relation to other property in the area.
- ☐ Legal description of each of the lots.
- ☐ Location of any streets, rights of way, etc.
- ☐ Frontage on a county road or private road which meets the applicable requirements.
- ☐ Proposed or actual building site for each dwelling unit.
- ☐ Accurately drawn boundaries, showing the proper bearings and division, property tied to a section monument in

State Plane coordinates.

- ☐ Total area within the subdivision.
- ☐ Total area of each lot.
- ☐ The description and locations of all monuments set and established by the County or the United States Government that are near the proposed subdivision.
- ☐ Identify the following: Proposed public streets, alleys or easements, as well as widths, lengths, bearings and curve data on center lines.
- ☐ Boundaries, bearings, and dimensions of all portions within the subdivision.
- ☐ Fencing Agreement
- ☐ Address block, with addresses assigned by the Recorder's Office.
- ☐ High water table notice when applicable.
- ☐ Lot numbers.
- ☐ 10' utility easement around all property lines.
- ☐ Deed showing the date the parcel was created.
- ☐ Dedication of public right of ways required by Wasatch County Transportation Plan.
- ☐ Location of FEMA 100 year flood plain.
- ☐ A form of certification for each of the following:
 - ☐ Owner's dedications;
 - ☐ Surveyors certificate;
 - ☐ County Surveyor;
 - ☐ Special Service District, where applicable;
 - ☐ County Executive / County Clerk (Attest);
 - ☐ County Fire Marshall;
 - ☐ County Attorney;
 - ☐ County Health Department;
 - ☐ County Public Works
 - ☐ County Weed Board;
 - ☐ County Recreation District, where applicable;
 - ☐ County Planning Office;
 - ☐ County Engineer;
 - ☐ County Water Resource Department;
 - ☐ County Sheriff's Office;
 - ☐ County Recorder's Office;

Prepare or obtain the following documents and submit them with your application:

- ☐ Location and plan for sewer system, if required.
- ☐ Availability and dedication of a safe and adequate culinary water supply.
- ☐ Title Report.
- ☐ Aerial photo of Property zone boundary map (this may be obtained from the GIS Department / if applicable;
- ☐ Will serve letter from each of the following:
 - ☐ Gas Company;
 - ☐ Electric Company (Heber Light & Power, Rocky Mountain Power or others);
 - ☐ Special Service District indicating the availability of water service and sewer service;
- ☐ Geotechnical report if required by the Planning Department;
- ☐ Slope analysis if required by the Planning Department showing all areas over 20% slope;
- ☐ Cut and fill limits of disturbance, if applicable;
- ☐ Grading and drainage plans, if applicable;
- ☐ View shed analysis, if applicable;
- ☐ Development Agreement;
- ☐ Any additional information that the County Staff feels is necessary.

The following documents are required with final plat submittal for surveyor review:

- ☐ Copy of the proposed subdivision
- ☐ Copy of the filed Record of Survey
- ☐ If the record of survey has not been filed, ***the process stops until such time as the survey is accepted and filed.***
- ☐ If this is a subsequent phase, then the proposed plat shall show the recorded file number of the record of survey and/or paper copy of the survey.
- ☐ Copy of the coordinate sheet showing the courses and distances of the proposed subdivision boundary and the error of closure.
- ☐ Copy of the coordinate sheet showing the lot closure, area of the lot in square feet and acres, and the error of closure. This is required for each and every lot in the plat. Also, open space and roadways are to be treated as individual lots.

A final plat shall be prepared on a reproducible Mylar drawn in accordance with County standards at a scale not smaller than one inch equals one hundred feet (1"=100') and shall show the items contained on the corrected paper plat.

Please Read And Sign Before Application Submittal

I declare under penalty of perjury that I am the owner or authorized agent of the property subject to this request and the foregoing statements, answers and attached documents are true and correct. I also certify that I have fully completed the application and provided all of the above listed items other than those specifically deemed not necessary by the Planning Department. As the applicant for this proposal, I understand that applications will be reviewed for completeness by planning department staff. If complete, the application will be vested under laws and ordinances in place at the time the application was submitted. Incomplete applications will be returned to the applicant. I further understand I will be notified when my application has been deemed complete. At that time, I expect that my application will be processed within a reasonable time, considering the work load of the Planning Department.

Signature of
Owner/ Agent: _____ Date: _____

IMPORTANT:

Your application cannot be processed until determined complete by the Planning Staff. An application shall be considered complete when all applicable fees (such as: Special Service District, fire, out-of-pocket expenses, etc.) are paid and all items listed on the application and included checklist are provided or considered not applicable by the Planning Office. All application fees are non-refundable.